







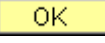
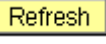
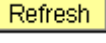
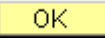
**STATE OF NORTH DAKOTA**





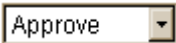

**PO Training Scripts**


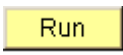



# PURCHASE ORDER - EXERCISES




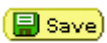
When creating the transactions in these exercises, please use the values provided in the exercise. The course instructor will review the answers to the exercises in class.






<b>DIRECT PO - Scenario 1</b>		
<b>Create PO with One Line, One Schedule and One Distribution.</b>		
<b>Enter Direct PO</b>		
<b>Steps</b>	<b>Directions</b>	<b>Comments</b>
Step 1	<b>Enter PO</b>  <b>Navigation:</b> <i>Purchasing → Purchase Orders → Maintain Purchase Orders</i>	
Step 2	On the "Add a New Value" Page  Verify <b>Business Unit (BU)</b> Keep <b>Purchase Order</b> as <b>(NEXT)</b>  Click  .	Click  to search BU (if needed).  The Purchase Order number should default in as NEXT. DO NOT change or overwrite this information.
Step 3	<b>PO Form Page</b>  For a specified vendor enter the vendor ID in the <b>Vendor</b> field.	Click  to search Vendors (if needed).
Step 4	<b>Verify the vendor address is correct.</b>  Select the <a href="#">Details</a> hyperlink to the left of the <b>Buyer</b> field to select the correct location for the vendor.  Click  to the right of the location box and choose the correct address.  Click OK.	
Step 5	Enter appropriate <b>Buyer</b> .	
Step 6	Click <a href="#">Defaults</a> hyperlink.	
Step 7	<b>Defaults Page</b>  Enter appropriate default information such as <b>Ship To, Due Date, Category, UOM, and Distributions.</b>  Click  to return to the PO Form page.  <i>Please note that the Category and UOM will default on the Line Item from the item.</i>	Enter the following distribution:  <b>GL Unit:</b> 11000 <b>Account:</b> 602005 <b>Oper Unit:</b> 110 <b>Fund:</b> 001 <b>DeptID:</b> 1000 <b>Class:</b> 11030 <b>Location:</b> 110000
Step 8	Click <a href="#">Header Details</a> hyperlink.	
Step 9	<b>Header Details Page</b>  <i>Header Group Box</i>	





	<p>Verify <b>PO Type</b> (leave as GEN)</p> <p>Enter a <b>PO Reference</b> if desired. (When a PO is copied from a Requisition, this holds the Req number.)</p> <p>Verify the <b>Billing Location</b></p> <p>Select correct <b>Origin</b>. Use the Look up icon  to find the value.</p> <p>Verify that the <b>Tax Exempt ID</b> is correct and selected.</p> <p><i>Currency Group Box</i></p> <p>The Currency information should be reviewed and left unchanged.</p> <p><i>Process Control Option Group Box</i></p> <p>Verify that the <b>Hold From Further Processing</b> option is NOT selected.</p> <p>Verify that the <b>Dispatch</b> option is selected.</p> <p>Select <b>Method</b> = Print.</p> <p><b>Accounting Template:</b> STANDARD (Do not change)</p> <p><b>Acctg Date:</b> Current Date (Do not change)</p> <p>Click  to return to the PO Form page.</p>	
Step 10	<p>Enter <b>Description</b>.</p> <p>Enter <b>PO Qty</b>.</p> <p>Enter <b>UOM</b> (Unit of Measure) if it is different than the default value entered on Default page.</p> <p>Enter <b>Category</b> if it is different than the value on the Default page.</p> <p>Press .</p>	<p><b>UOM</b> and <b>Category</b> will default from <b>Item ID</b> or from Defaults page once Refresh is clicked. Verify and correct as needed.</p>
Step 11	Click the <b>Schedule Tab</b> .	
Step 12	<p><b>Schedule Page</b></p> <p>Enter the Unit Price in the <b>Price</b> field.</p> <p>Verify <b>Ship To</b>, <b>Due Date</b>, <b>PO Qty</b> and <b>Unit Price</b>.</p> <p>Press .</p>	Click "Refresh" to update the totals.
Step 13	Click the <a href="#">Distribution</a> hyperlink.	
Step 14	<p><b>Distribution Page.</b></p> <p>Verify defaulted values. Enter required values that did not default.</p> <p>Click  to return to the Schedule page.</p>	<p>The required fields are:</p> <p><b>GL Unit:</b> 11000</p> <p><b>Account:</b> 602005</p> <p><b>Oper Unit:</b> 110</p> <p><b>Fund:</b> 001</p> <p><b>DeptID:</b> 1000</p> <p><b>Class:</b> 11030</p>

		<b>Location:</b> 110000
Step 15	<p>Click the <b>PO Forms</b> Tab to return to the PO Forms Page.</p> <p>Select the Save icon  and note that the PO field changes from NEXT to a system assigned PO Number.</p> <p><b>Note PO Number:</b> _____</p>	
Step 16	<b>Budget Check PO</b>	
Step 17	<p>Select the Budget Check icon  at the top of the PO Form page.</p> <p><b>Note:</b> The Budget Status will change from Not Checked ( <b>Budget Status:</b> Not Chk'd ) to <b>Valid</b> ( <b>Budget Status:</b> Valid ). Also, note that the Budget Check icon  is now grayed out. This is your indication that the Purchase Order has been budget checked.</p> <p>Click  .</p>	
Step 18	<b>Approve PO Amount</b>	
Step 19	<b>Navigation:</b> <i>Purchasing → Purchase Orders → Approve Amounts</i>	
Step 20	<p>Verify the PO Number and Vendor Number.</p> <p>Make sure that the Approval Action is Approve.</p> <p></p> <p>The Approval Status should be Initial.</p> <p><b>Approval Status:</b> Initial</p> <p>Enter any Comments in the Comments Group box.</p> <p>Validate the information in the PO Amount group box.</p> <p>Select the Save icon  .</p> <p>Note: The Approval Status will change from Initial to Complete.</p> <p><b>Approval Status:</b> Complete</p>	
Step 21	<b>Dispatch Purchase Order</b>	This will print your Purchase Order.
Step 22	<b>Navigation:</b> <i>Purchasing → Purchase Orders → Dispatch POs</i>	
Step 23	Click Search	This will bring up the Run Control ID. If this is the first time you are dispatching a purchase order and a run control does not


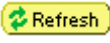
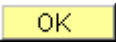








	<p><b>Search Results</b> View All First 1-3 of 3 Last</p> <p><b>Run Control ID</b> PO_DISPATCH PO Dispatch</p> <p>Click PO_DISPATCH</p>	display, go to the instructions for <b>Add a New Run Control ID (PO_DISPATCH), Page 6.</b>
Step 24	Click the looking glass  beside PO ID: Find your purchase order, click it.	
Step 25	Select the Run icon  at the top of the Dispatch Purchase Orders page.	
Step 26	<p>On the <b>Process Scheduler Request</b> page, verify the following:</p> <p><b>Server Name:</b> PSNT</p> <p>Under the Process List group box that the PO Dispatch/Print is selected.</p> <p><b>Select Description</b></p> <p><input type="checkbox"/> <a href="#">PO Dispatch &amp; Email</a></p> <p><input checked="" type="checkbox"/> PO Dispatch/Print</p> <p><input type="checkbox"/> Email</p> <p>Select OK .</p> <p>The user will be returned to the Dispatch Purchase Orders page.</p>	<p><b>Note:</b> After you click , a process instance will display under the RUN button. This tells you that your PO is being processed.</p>
Step 27	<p><b>To view and print your purchase order.</b></p> <p>Click the <i>Report Manager Link</i> at the top of the page.</p> <p>Click the <i>Administration Tab</i>.</p>	
Step 28	<p>The users request will be listed.</p> <p>When the Run Status changes to Success or Posted</p> <p><b>Status Details View</b></p> <p>Posted <a href="#">Details</a> <a href="#">View</a></p> <p>Select the VIEW hyperlink.</p> <p>The user will be transferred to the Report Detail page.</p>	<p><b>Note:</b> The user can select the Refresh icon to refresh the page and to determine if the status has changed to Success.</p>
Step 29	<p>Under the File List group box select the popo005 hyperlink <a href="#">popo005 1609.PDF</a>.</p> <p>Acrobat Reader will display the Purchase Order and the user can select the print icon  in the tool bar to print the purchase order.</p> <p>When you have printed your Purchase Order, click the X in the upper right corner to close Adobe Acrobat.</p>	<p><b>Note:</b> The number preceding the PDF extension will change with each instance that is run.</p>


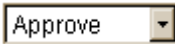

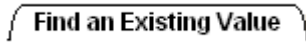


DIRECT PO -		
Add a New Run Control ID (PO_DISPATCH) – Each user will need to complete this before you can dispatch your first purchase order. This only needs to be completed once.		
PO_DISPATCH		
Steps	Directions	Comments
Step 1	<b>Navigation:</b> <i>Purchasing → Purchase Orders → Dispatch POs</i>	
Step 2	<p>Select the Add a New Value page.</p> <p></p> <p>In the Run Control ID field, enter a user defined run control id (PO_DISPATCH).</p> <p>Run Control ID: <input type="text" value="PO_DISPATCH"/></p> <p></p> <p>Select the Add icon .</p>	<p><b>Note:</b> The user will need to define a Run Control ID the first time running the Dispatch PO's process. The next time the user attempts to run this process they will navigate to the <b>Find an Existing Value</b> page and select the PO_DISPATCH run control ID.</p>
Step 3	<p>In the <b>Process Request Parameters</b> group box, enter the following:</p> <p><b>Business Unit</b></p> <p><b>PO ID:</b> PO Number</p> <p>In the Miscellaneous Options group box, select the following:</p> <p><b>Chartfields</b> = Recycled AND Valid Chartfields</p> <p><b>Change Orders</b> = Changed and Unchanged Order</p> <p><b>Print Copy</b> should be checked</p> <p><b>Print BU Comments</b> should be checked</p> <p><b>Print PO Item Description</b> should be checked</p> <p>Select the Save icon .</p>	<p><b>Note:</b> The Statuses to Include and Dispatch Methods to Include group boxes are grayed out.</p>





DIRECT PO - Scenario 2		
Create PO with Multi-Line, Multi-Schedule and One Distribution.		
Enter Direct PO		
Steps	Directions	Comments
Step 1	<b>Enter PO</b> <b>Navigation:</b> <i>Purchasing → Purchase Orders → Maintain Purchase Orders</i>	
Step 2	On the Add a New Value Page Verify <b>Business Unit</b> <b>Purchase Order (NEXT)</b> Click  .	Also, the Purchase Order number should default in as NEXT.  <b>DO NOT CHANGE OR OVERWRITE THIS INFORMATION.</b>
Step 3	<b>PO Form Page</b> For a specified vendor enter the vendor ID in the <b>Vendor</b> field	Click  to search Vendors (if needed).
Step 4	<b>Verify the vendor address is correct.</b> Select the <a href="#">Details</a> hyperlink to the left of the <b>Buyer</b> field to select the correct location for the vendor.  Click  to the right of the location box and choose the correct address.  Click OK.	
Step 5	Enter appropriate <b>Buyer</b> .	
Step 6	Click <a href="#">Defaults</a> hyperlink.	
Step 7	<b>Defaults Page</b> Enter appropriate default information such as <b>Ship To, Due Date, Category, UOM</b> and <b>Distributions</b> . Click  to return to the PO Form page.  <b>Please note that the Category and UOM will default on the Line Item from the item. Also, note that the Category = Commodity.</b>	Enter the following distribution: GL Unit: 11000 Account: 602005 Oper Unit: 110 Fund: 001 DeptID: 1000 Class: 11030 Location: 110000
Step 8	Click <a href="#">Header Details</a> hyperlink.	
Step 9	<b>Header Details Page</b> <i>Header Group Box</i> Verify <b>PO Type</b> (leave as GEN)  Enter a <b>PO Reference</b> if desired. (When a PO is copied from a Requisition, this holds the Req number.)  Verify the <b>Billing Location</b>  Select correct <b>Origin</b> . Use the Look up icon  to find the value.	





	<p><i>Currency Group Box</i></p> <p>The Currency information should be reviewed and left unchanged.</p> <p><i>Process Control Option Group Box</i></p> <p>Verify that the <b>Hold From Further Processing</b> option is <b>NOT</b> selected.</p> <p>Verify that the <b>Dispatch</b> Option is selected.</p> <p>Select <b>Method</b> = Print.</p> <p><b>Acctg Date:</b> Current Date (Do not change)</p> <p><b>Accounting Template:</b> STANDARD (Do not change)</p> <p>Click  to return to the PO Form page.</p>	
Step 10	<p>Enter <b>Description</b>.</p> <p>Enter <b>PO Qty</b> of 4.</p> <p>Enter <b>UOM</b> (Unit of Measure) if it is different than the default value entered on Default page.</p> <p>Enter <b>Category</b> if it is different than the value on the Default page.</p> <p>Click  to add additional lines.</p> <p>A window will appear at the top of the screen asking the user to enter the number of rows needed for this purpose. Make sure that you enter 1 and select <b>OK</b>. A new line should be added.</p> <p>Enter <b>Item Description</b>.</p> <p>Enter <b>PO Qty</b> of 6.</p> <p>Enter <b>UOM</b> (Unit of Measure) if it is different than the default value entered on Default page.</p> <p>Enter <b>Category</b> if it is different than the value on the Default page.</p> <p>Press .</p> <p><b><i>Prior to moving on to Step 9, verify that you have Line 1 selected.</i></b></p>	<p><b>NOTE:</b> Once the user selects the add a row icon  a drop down window will appear at the top of the screen asking the user to enter the number of rows needed for this purpose.</p>
Step 11	Click the <b>Schedule</b> Tab.	
Step 12	<p><b>Schedule Page</b></p> <p><b>For Line Item 1:</b></p> <p><i>Schedule 1:</i></p> <p>Verify <b>Due Date</b> and <b>Ship To</b>.</p> <p>Change the <b>PO Qty</b> from 4 to 2.</p>	Enter appropriate information for each line item.






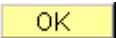



	<p>Enter the Unit Price.</p> <p>Click  to add additional lines.</p> <p>A window will appear at the top of the screen asking the user to enter the number of rows needed for this purpose. Make sure that you enter 1 and select <b>OK</b>. A new schedule should be added. (Schedule Line 2)</p> <p><i>Schedule 2:</i></p> <p>Enter different <b>Ship To</b>, keep the same <b>Due Date</b> as in Schedule 1, verify that the <b>PO Qty</b> of 2 carried forward, and verify the Unit Price (Should be the same as Schedule 1).</p> <p>Press  .</p> <p>Select Schedule 1.</p> <p>Deselect Schedule 2.</p> <p>Click the <a href="#">Distributions</a> hyperlink. Verify Distribution.</p> <p>Click  .</p> <p>Select Schedule 2.</p> <p>Deselect Schedule 1.</p> <p>Click the <a href="#">Distributions</a> hyperlink. Verify Distribution.</p> <p>Click  .</p> <p>Select the View All hyperlink.</p> <p> Find   <b>View All</b> First  1 of 2  Last</p> <p>This will display the schedules for Line 2.</p> <p><b>For Line Item 2:</b></p> <p>Schedule 1:</p> <p>Verify <b>Due Date</b>, <b>Ship To</b>, and <b>PO Qty</b>, and enter a <b>Unit Price</b>.</p> <p>Select Schedule 1 for Line 2.</p> <p>Deselect Schedule 2 for Line 1.</p> <p>Click the <a href="#">Distributions</a> hyperlink. Verify Distribution.</p> <p>Click  .</p>	<p><b>NOTE:</b> Once the user selects the add a row icon  a drop down window will appear at the top of the screen asking the user to enter the number of rows needed for this purpose.</p>
Step 13	<p>Click Forms Tab and  <b>Save</b></p> <p><b>Note PO Number:</b> _____</p>	
Step 14	<b>Budget Check PO</b>	
Step 15	<p>Select the Budget Check icon  at the top of the PO Form page.</p>	






	<p><b>Note:</b> The Budget Status will change from Not Checked ( <b>Budget Status:</b> Not Chk'd ) to Valid ( <b>Budget Status:</b> Valid ). Also, note that the Budget Check icon  is now grayed out. This is your indication that the Purchase Order has been budget checked.</p>	
Step 16	<b>Approve PO Amount</b>	
Step 17	<b>Navigation:</b> <i>Purchasing → Purchase Orders → Approve Amounts</i>	
Step 18	<p>Verify the <b>PO Number</b> and <b>Vendor Number</b>. Make sure that the Approval Action is Approve.</p> <p></p> <p>The Approval Status should be Initial.</p> <p><b>Approval Status:</b> Initial</p> <p>Enter any Comments in the Comments Group box.</p> <p>Validate the information in the PO Amount group box.</p> <p>Select the Save icon .</p> <p><b>Note:</b> The Approval Status will change from Initial to Complete.</p> <p><b>Approval Status:</b> Complete</p>	
Step 19	<b>Dispatch Purchase Order</b>	
Step 20	<b>Navigation:</b> <i>Purchasing → Purchase Orders → Dispatch POs</i>	
Step 21	<p>The <b>first time</b> this process is run, the user will need to add a new Run Control ID. <b><i>If the user created a run control in the previous exercise please follow the steps below.</i></b></p> <p>From the Find an Existing Value page</p> <p> select the Search icon</p> <p>.</p> <p>Select the PO_DISPATCH run control.</p>	<p><b>Note:</b> The user will need to define a Run Control ID the first time running the Dispatch PO's process, go to page 6.</p>
Step 22	<p>In the <b>Process Request Parameters</b> group box enter the following:</p> <p>Business Unit PO ID: PO Number</p> <p>Select the Run icon  at the top of the Dispatch Purchase Orders page.</p>	<p><b>Note:</b> The Statuses to Include and Dispatch Methods to Include group boxes are grayed out.</p>




Step 23	<p>On the <b>Process Scheduler Request</b> page verify the following:</p> <p><b>Server Name:</b> PSNT</p> <p>Under the <b>Process List</b> group box that the PO Dispatch/Print is selected.</p> <p><u>Select</u> <u>Description</u></p> <p><input type="checkbox"/> <a href="#">PO Dispatch &amp; Email</a></p> <p><input checked="" type="checkbox"/> PO Dispatch/Print</p> <p><input type="checkbox"/> Email</p> <p>Select OK .</p>	<p>After  is selected, the user will be returned to the Dispatch Purchase Orders page.</p> <p>A process instance # will display under the run button. This tells you that your request is running.</p> <p></p> <p>Process Instance: 43971</p>
Step 24	<p><b>To view and print your purchase order.</b></p> <p><i>Click the Report Manager Link at the top of the page.</i></p> <p><i>Click the Administration Tab.</i></p>	<p><b>Note:</b> The user can select the Refresh icon to refresh the page and to determine if the status has changed to Success.</p>
Step 25	<p>The users request will be listed.</p> <p>When the Run Status changes to Success or Posted</p> <p><u>Status</u> <u>Details</u> <u>View</u></p> <p>Posted <a href="#">Details</a> <a href="#">View</a></p> <p>Select the VIEW hyperlink.</p> <p>The user will be transferred to the Report Detail page.</p>	
Step 26	<p>Under the File List group box select the popo005 hyperlink <a href="#">popo005_1609.PDF</a>.</p> <p>Acrobat Reader will display the Purchase Order and the user can select the print icon  in the tool bar to print the purchase order.</p> <p>When you have printed your Purchase Order, click the X in the upper right corner to close Adobe Acrobat.</p>	<p><b>Note:</b> The number preceding the PDF extension will change with each instance that is run.</p>

DIRECT PO - Scenario 3		
Create PO with One Line, One Schedule and Multi-Distribution.		
Enter Direct PO		
Steps	Directions	Comments
Step 1	<b>Enter PO</b> <b>Navigation:</b> <i>Purchasing → Purchase Orders → Maintain Purchase Orders</i>	
Step 2	On the <b>Add a New Value Page</b> Verify <b>Business Unit</b> <b>Purchase Order (NEXT)</b> Click 	Also, the Purchase Order number should default in as NEXT.  <b>DO NOT CHANGE OR OVERWRITE THIS INFORMATION.</b>
Step 3	<b>PO Form Page</b> Enter <b>Short Vendor Name</b> or <b>Vendor ID</b> . (Use Lookup icon  to find exact value).  <b>Note:</b> After selecting the appropriate vendor, select the <a href="#">Details</a> hyperlink to the left of the Buyer field to select the correct location for the vendor.  Enter appropriate <b>Buyer</b> .	
Step 4	Click <a href="#">Defaults</a> hyperlink.	
Step 5	<b>Defaults Page</b> Enter appropriate default information such as <b>Ship To, Due Date, Category,</b> and <b>Distributions</b> (listed in the comments).  Click  to return to the PO Form page. <i>Please note that the Category and UOM will default on the Line Item from the item.</i>	Enter the following distribution: <b>GL Unit:</b> 11000 <b>Account:</b> 602005 <b>Oper Unit:</b> 110 <b>Fund Code:</b> 001 <b>DeptID:</b> 1000 <b>Class:</b> 11030 <b>Location:</b> 110000
Step 6	Click <a href="#">Header Details</a> hyperlink.	
Step 7	<b>Header Details Page</b> <i>Header Group Box</i> Verify <b>PO Type</b> (leave as GEN)  Enter a <b>PO Reference</b> if desired. (When a PO is copied from a Requisition, this holds the Req number.)  Verify the <b>Billing Location</b> Select the Billing Address hyperlink and verify the address.  Select correct <b>Origin</b> . Use the Look up icon  to find the value.	

	<p><i>Currency Group Box</i></p> <p>The Currency information should be reviewed and left unchanged.</p> <p><i>Process Control Option Group Box</i></p> <p>Verify that the <b>Hold From Further Processing</b> option is <b>NOT</b> selected.</p> <p>Verify that the <b>Dispatch</b> Option is selected.</p> <p>Select <b>Method</b> = Print.</p> <p><b>Acctg Date:</b> Current Date (Do not change)</p> <p><b>Accounting Template:</b> STANDARD (Do not change)</p> <p>Click  to return to the PO Form page.</p>	
Step 8	<p><b>PO Form Page</b></p> <p>Enter <b>Item ID</b> or <b>Item Description</b></p> <p>Enter <b>PO Qty</b> of 2.</p> <p>Enter <b>UOM</b> (Unit of Measure) if it is different than the default value entered on Default page.</p> <p>Enter <b>Category</b> if it is different than the value on the Default page.</p> <p>Press .</p>	
Step 9	Click the <b>Schedule</b> Tab.	
Step 10	<p><b>Schedule Page</b></p> <p>Verify <b>Due Date</b> and <b>Ship To</b>.</p> <p>Enter the Unit Price in the <b>Price</b> field.</p> <p>Click .</p>	
Step 11	Click the <a href="#">Distribution</a> hyperlink.	
Step 12	<p><b>Distribution Page</b></p> <p>Change the PO Quantity from 2 to 1.</p> <p><b><i>Prior to proceeding to Step 13 perform the following:</i></b></p> <p>Click  to add additional distribution lines.</p> <p>NOTE: A pop-up window will appear asking the user to confirm the number of rows needed for this purpose.</p>	<p>Change the distribution on Line 2 to:</p> <p><b>GL Unit:</b> 11000  <b>Account:</b> 101001  <b>Oper Unit:</b> 110  <b>Fund:</b> 001  <b>Class:</b> 11030  <b>Dept:</b> 1000  <b>Location:</b> 110000</p> <p><i>Change the quantities to reflect the distribution split.</i></p>
Step 13	<p>Press .</p> <p>Click  to return to the <b>Schedule</b> page.</p>	

Step 14	Click PO Forms Tab and  Save . <b>Note PO Number</b> _____	
Step 15	Budget Check the PO. Perform the Amount Approvals. Dispatch the PO.	Follow Steps 19 through 29 of Scenario 1.

REQUISITION TO PO - Scenario 4		
Create PO by Copying a Requisition		
Copy Requisition into PO		
Steps	Directions	Comments
Step 1	<b>Create PO from Requisition</b> <b>Navigation:</b> <i>Purchasing → Purchase Orders</i> <i>→ Maintain Purchase Orders</i>	
Step 2	On the <b>Add a New Value</b> Page Verify <b>Business Unit</b> <b>Purchase Order (NEXT)</b> Click  .	Also, the Purchase Order number should default in as NEXT. <b>DO NOT CHANGE OR OVERWRITE THIS INFORMATION.</b>
Step 3	<b>PO Form Page</b> Enter <b>Short Vendor Name</b> or <b>Vendor ID</b> . (Use Lookup icon  to find exact value). <b>Note:</b> After selecting the appropriate vendor, select the <a href="#">Details</a> hyperlink to the left of the Buyer field to select the correct location for the vendor. Enter appropriate <b>Buyer</b> .	
Step 4	Click on <a href="#">Copy From</a> hyperlink.	
Step 5	Select Req from the Copy From field. - - <b>Copy From:</b>  Select the OK icon  .	
Step 6	Requisition Select page Click on <a href="#">Select Requisitions</a> hyperlink.	
Step 7	<b>Requisition Selection Page</b> Enter the Buyer. Enter <b>Requisition ID</b> . Select the Lookup Icon next to the Requisition ID field and select the appropriate Requisition. Click  to return to the Requisition Select page.	The Instructor will provide you with a Requisition ID.
Step 8	Check (✓) each line of the Requisition by clicking the check box in the <b>Sel</b> column.	

Step 9	Click  to copy Requisition information to your new PO.	
Step 10	Click the Schedule tab to go to the Schedule page. Verify <b>Ship To</b> , <b>Due Date</b> and <b>Amount</b> .	
Step 11	Click the <a href="#">Distributions</a> hyperlink to go to the Distribution page. Verify distribution information.  Click  to return to the PO Schedule page.	<b>GL Unit:</b> 11000 <b>Account:</b> 602005 <b>Oper Unit:</b> 110 <b>Fund:</b> 001 <b>DeptID:</b> 1000 <b>Class:</b> 11030 <b>Location:</b> 110000
Step 12	Click Forms Tab and  <b>Note PO ID</b> _____	
Step 13	Budget Check the PO. Perform the Amount Approvals. Dispatch the PO.	Follow Steps 19 through 29 of Scenario 1.